

25X1A

NOTICE  
NO. [REDACTED]

SERVICES  
14 December 1953

TELEPHONES

ACCOUNTABILITY FOR TELEPHONE DIRECTORIES

Reference: CIA Regulation No. [REDACTED]

25X1A

1. CIA Telephone Directories are unregistered documents classified as SECRET. In recognition of the underlying security hazards inherent in any document disclosing the organizational structure of CIA and listing the names and phone numbers of CIA officials, strict accountability shall hereafter be maintained on each copy of the Directory.

2. CIA Telephone Directories are distributed by the General Services Office directly to those Agency components and staffs which can most effectively carry out and control the subsequent redistribution of the Directories within prescribed areas. All copies of the Directory are numbered, and each distributing office is accountable to the General Services Office for each copy received. The distributing office is in turn accountable by copy number for all copies distributed within its prescribed area.

3. Effective with the January 1954 issue of the Directory, which will supersede the October 1953 issue, distributing offices will collect and destroy the superseded Directories and prepare a single Report of Destruction attesting to the destruction of all Directories for which they are accountable. The number of any copy not so destroyed and the name of the individual to whom it was issued shall be contained in the Report of Destruction.

4. Reports of Destruction shall be forwarded to the Chief of General Services within thirty days after the distribution of each new issue of the CIA Telephone Directory.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

LAWRENCE R. HOUSTON  
Acting Deputy Director  
(Administration)

DISTRIBUTION: AB